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2 December 1955

MEMORANDUM FOR: Deputy Director of Security (I&S)

ATTENTION :

SUBJECT : Request for Hotel Suite, Los Angeles, in Connection
with Suppliers' Meeting, 12 December 1955

1. Would you be good enough to make the necessary arrangements with your Los Angeles Office to obtain a suitable suite in the Hotel Statler for use as a locale for the forthcoming Suppliers' Meeting the entire day of 12 December 1955.

2. Some dozen Project officials will be there from Headquarters plus certainly a like number of suppliers, so that I think we would be on the safe side to plan for between 25 and 30 people in all. I would suggest that the room be available to us prior to 0900 on the 12th and that it be available to us until approximately the same time the next morning.

3. If it meets with your approval, I would suggest that we reimburse the Office of Security expenses incurred in connection with this matter in the manner that we have done in the past.

JAMES A. CUNNINGHAM, JR.
Director of Administration
PCS/DCI

JAC:mah

Orig - SO
2 - Security file
3 - chrono ✓
4 - reading

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